

# Asset Physical Verification Sheet

## Document Details

Department/Location	_____
Date of Verification	_____
Verified By	_____

## Asset Verification List

S. No.	Asset ID	Asset Description	Serial/Tag No.	Location	Physical Status	Remarks
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

## Comments/Discrepancies Observed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Verifying Officer

Date: \_\_\_\_\_

Signature of Asset Owner/User

Date: \_\_\_\_\_

Signature of Approving Authority

Date: \_\_\_\_\_

### Important Notes:

- This form should be duly completed for each department/location during verification.
- Any discrepancies found should be clearly mentioned under comments/discrepancies.
- Physical status should indicate whether the asset is present, missing, or damaged.
- Ensure all signatures are obtained for validation and accountability purposes.
- Attach supporting documents or photographs if required.